

## Request for Quotation (RFQ)

**BIDS MUST BE HAND DELIVERED TO TEXAS A&M UNIVERSITY-TEXARKANA BOOTH AT SPOT BID FAIR. Faxed or mailed bids will not be considered for award**

Company Name: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Solicitation No.: **206360-0006**  
Due Date and Time: **May 10, 2016 @ 3:00 PM**  
TIN #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Email: \_\_\_\_\_

## Instructions

- Any purchase resulting from this response shall be subject to the attached Terms and Conditions.
- Unless otherwise stated, shipping is considered to be FOB Destination, Freight Pre-paid, and Allowed.
- Responses shall be submitted on this form, and must be manually signed.
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Agency Name: Texas A&M University-Texarkana (A&M-Texarkana)  
 Attention: Cynthia E. Henderson  
 Physical Address: 7101 University Avenue  
 City, State, Zip: Texarkana, TX 75503

Item	Description Class/Item 615-00 620-80 / 615-09	Qty	Unit of Measure	Unit Price	Extension
1	Pens, Pentel, Blue, RSVP Ballpoint Stick, 12/box	2	boxes		
2	Copy Paper, High-Speed, 8.5 x 11, White, 88 or 92 brightness	4	cases		
3	Tissue Paper/Facial Tissue, Kleenex	5	boxes		
4	Classification Folders, Red, Nature Saver 01051	4	boxes		
	<b>**ALL FREIGHT CHARGES MUST BE INCLUDED WITH BID PRICING SUBMITTED**</b>				
	<b>Proposals <u>must be submitted in person</u> at the Senator West “Doing Business Texas Style Spot Bid Fair” in Irving Texas May 9-10, 2016.</b>				
				<b>TOTAL:</b>	<b>\$</b>

**For Further Information Contact:** **Cynthia E. Henderson** **Phone No.:** 903-223-3053

(Purchaser Name)

DELIVERY IN \_\_\_\_\_ CALENDAR DAYS (ARO), CASH DISCOUNT \_\_\_\_\_ % \_\_\_\_\_ DAYS.  
The period of acceptance of this response is 30 calendar days.